United Nations ST/AI/2007/1

Secretariat

8 March 2007

Administrative instruction

Mobility and hardship scheme

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1 and for the purpose of implementing the changes made to the mobility and hardship scheme, as approved by the General Assembly in its resolution 61/239, hereby promulgates the following:

Section 1
General provisions

Purpose

1.1 The mobility and hardship scheme includes the following non-pensionable allowances:

(a) A mobility allowance, which varies according to the number of assignments and the purpose of which is to provide an incentive for the geographic mobility of staff;

(b) A hardship allowance, whose purpose is to compensate for the varying degrees of hardship at different duty stations;

(c) A non-removal allowance, whose purpose is to compensate for the non-removal of personal effects and household goods.

1.2 In addition, as described in ST/AI/2000/17, the assignment grant payable upon assignment to another duty station varies in accordance with the duration of assignment and the hardship category of the duty station.

Eligibility

1.3 The allowances under this scheme are not considered expatriate benefits, and may be paid to eligible staff members serving in their home country.

1.4 Staff in the Professional category and above, Field Service staff and internationally recruited General Service staff appointed under the 100 series of the Staff Rules shall be eligible for payment of the allowances under this scheme, provided they meet the requirements set out in section 1.5 and the particular conditions governing each allowance, as set out in sections 2, 3 and 4 below. Project personnel appointed under the 200 series of the Staff Rules shall also be eligible, subject to the same requirements and conditions.

07-26573 (E) 150307

1.5 Eligibility for the allowances under this scheme shall require an appointment to a duty station, or a reassignment to a new duty station, for a period of a year or longer, normally giving rise to an assignment grant under staff rule 107.20 or 203.10. However, the allowance may also be paid in the following cases:

(a) Appointment or assignment of less than one year, when it is decided to pay post adjustment and assignment grant under staff rule 103.7 (d) (ii). In such cases, the hardship and non-removal allowances shall be paid if the conditions set out in sections 3 and 4 are met;

(b) When an appointment or assignment of less than one year with payment of a daily subsistence allowance or mission subsistence allowance is subsequently extended to one year or longer, the allowance may be paid as of the first day following discontinuation of the subsistence allowance; or

(c) As provided in respect of the hardship allowance in section 3.2 below.

Category of duty stations

1.6 All duty stations are placed by the International Civil Service Commission in one of six categories, H and A to E. Duty stations in category H are headquarters and similarly designated locations where the United Nations has no development or humanitarian assistance programme, or locations in countries that are members of the European Union. The A to E categories comprise all other duty stations, classified by order of difficulty of conditions of life and work. Staff are informed of the category of their duty station by an annual information circular which may be amended in the course of the year owing to a change in classification.

Amount

1.7 The amount of the allowances payable to each eligible staff member vary by grade level and dependency status, and depends:

(a) For the mobility allowance, on the number of assignments of a staff member;

(b) For the hardship allowance, on the hardship classification of the duty station where the staff member is serving;

(c) For the non-removal allowance, on whether the staff member either has the entitlement or has opted for the non-payment of the removal of household goods in cases where this entitlement existed, and chose unaccompanied shipment instead.

1.8 For the purposes of this scheme only, for Field Service staff in grades FS-1 to FS-6, the amount of the allowances shall be determined by reference to the amounts shown for staff at grades P-1 to P-3. For staff members in grade FS-7, the amounts shown for grade P-4 apply.

1.9 For internationally recruited General Service staff, the amounts paid shall be the same as those for staff at the P-1 to P-3 levels.

1.10 When staff members eligible for payment of the allowances are on temporary assignment or mission detail from their parent duty station, or on travel status, and receive a daily subsistence allowance or mission subsistence allowance as a result, the allowances shall continue to be paid on the basis of their assignment at the parent duty station.

1.11 When two staff members are married to each other and each is entitled to the allowances, each shall be paid at the single rate. If there are one or more dependent children, the allowances shall be paid at the dependency rate to the staff member in respect of whom the child or children are recognized as dependants. The same provision shall apply when one of the spouses is a staff member of another organization of the United Nations common system.

1.12 The amounts payable under the mobility and hardship scheme are set out in the annex to the present instruction:

(a) Mobility allowance (table 1);

(b) Hardship allowance (table 2);

(c) Non-removal allowance (table 3).

Section 2
Mobility allowance

Qualifying service

2.1 To qualify for payment of the mobility allowance, a staff member must have five years' prior consecutive service as a staff member in the United Nations or another organization of the common system. Service credited towards the five-year requirement may include service as a staff member in one of the categories eligible for payment of the allowance under section 1.4, as well as prior service in a non-eligible category when allowed under section 2.6.

2.2 At all duty stations classified in categories A to E, the mobility allowance is payable from the second assignment, provided the requirement of five years' continuing service has been met. At duty stations classified in category H, the mobility allowance is payable from the fourth assignment and only if the staff member has had two or more assignments, each for a period of one year or longer, at duty stations classified in categories A to E.

2.3 Separate periods of service shall be considered as consecutive for the purpose of section 2.1 when their cumulative duration reaches five years within the prior six-year period, unless broken by one of the following occurrences: resignation, abandonment of post, summary dismissal or dismissal for misconduct, agreed termination, termination for unsatisfactory service and separation from service under staff rule 104.14 (i) (i) of staff on probationary appointment. Separation due to other occurrences, such as non-renewal of fixed-term appointment, or separation to take up another appointment within the United Nations common system, shall not break the period of service for the purposes of this section.

2.4 Service shall not be considered as broken by periods of special leave, but full months of special leave without pay shall not be credited towards the five-year service requirement.

Determining the assignment number

2.5 Initial appointments of one year or longer, whether or not they required official travel or gave rise to an assignment grant, and assignments of one year or longer which involve a change of duty station, shall be counted as one assignment for the purpose of determining the assignment number of the staff member. If a staff

member is assigned to a duty station for a period of one year or longer which is subsequently reduced at the initiative of the Organization to less than one year, such service may be counted as an assignment on an exceptional basis.

2.6 Counting of assignments shall be made as follows:

(a) Periods of service on daily subsistence allowance or mission subsistence allowance for a period of one year or longer at the same duty station or on special mission shall be counted as one assignment, but only on return to the parent duty station, or reassignment or transfer to a new parent duty station. Periods of service away from the parent duty station while the staff member is on temporary assignment or mission detail without a change of official duty station within the meaning of staff rule 101.6 shall not be taken into account when computing the length of time spent at the parent duty station. On return to the parent duty station, reckoning of the time spent at that duty station shall resume as from the point at which it was previously suspended;

(b) For staff members who were previously locally recruited in the General Service and related categories or in the National Professional Officer category and who become eligible for payment of the allowance upon promotion or appointment to a category eligible for such payment, all prior periods of service of one year or longer in the country of recruitment shall be counted as one assignment;

(c) For locally recruited staff members in the General Service and related categories who are assigned to another duty station, or to an established field mission, outside the country of recruitment and as a result become eligible for payment of the allowance, the corresponding periods of service of one year or longer shall be counted as for staff in the Professional category. Prior service in the country of recruitment as a locally recruited staff member shall be counted as one assignment, in accordance with section 2.6 (b);

(d) For staff members who had previously served under an appointment of limited duration governed by the 300 series of the Staff Rules for a total period of at least one year and who become eligible for payment of the allowance upon appointment under the 100 or 200 series of the Staff Rules, the combined periods of prior service shall be counted as one assignment;

(e) Transfers, secondments and loans to other organizations of the United Nations common system shall be counted in the same manner as movements within the Organization;

(f) Periods of service of one year or longer as a Junior Professional Officer/Associate Programme Officer or as an Associate Expert shall be counted in accordance with the provisions of section 2.5. Periods of service as a United Nations Volunteer shall not be counted.

Duration

2.7 After five years of consecutive service at one duty station, payment of the mobility allowance will cease. No exceptions can be made to this provision.

Section 3
Hardship allowance

3.1 The hardship allowance shall be payable to eligible staff members who are assigned to duty stations classified in categories B, C, D and E from the beginning of their first assignment to any of those duty stations for the duration of their assignment to those locations.

3.2 Internationally recruited staff who meet the requirement in section 3.1 above, shall be eligible for the hardship allowance upon taking up their first assignment, irrespective of whether they receive an assignment grant.

3.3 If there is a change in the category of the duty station to which a staff member is assigned during the course of an assignment, an appropriate adjustment shall be made in the amount to which the staff member is entitled, as of the effective date of the implementation of the hardship classification.

Section 4
Non-removal allowance

4.1 Staff members who, on assignment to a duty station, are entitled to either full removal under staff rule 107.27 or to an unaccompanied shipment under staff rule 107.21 (i) can opt for the non-removal allowance instead of full removal, without prejudice to staff members opting for a relocation grant in lieu of unaccompanied shipment. The non-removal allowance is only payable if an entitlement to the assignment grant exists. The non-removal allowance shall be payable to staff on initial appointment in their home country only when an assignment grant is paid.

Duration

4.2 Payment of the non-removal allowance is limited to a period of five years of consecutive service at one duty station. No exceptions can be made to this provision.

Section 5
Modalities of payment of the allowances

5.1 The allowances shall normally be paid in United States dollars. Should the staff member request payment of salary and allowances in another currency, in accordance with the provisions of administrative instruction ST/AI/2001/1 on currency and modalities of payment of salaries and allowances, payment shall be made at the United Nations operational rate of exchange prevailing on the date the payment is made. No adjustments shall be made to account for changes in exchange rates once the payment has been made.

5.2 The allowances shall be paid on a monthly basis.

Section 6
Adjustments of payments

Adjustments of payments shall be made as a result of change of duty station, change of dependency status, promotion, completion of five years' consecutive service at the duty station, period on special leave or separation. An adjustment shall also be made if a staff member receives a special post allowance to a higher level

which would bring the staff member's entitlement into another range (this normally would apply for special post allowances at the P-4, D-1 or FS-7 level), thus giving rise to a higher amount of the allowances in accordance with the amounts specified in the tables in the annex.

Section 7
Relationship with rental subsidy

Amounts paid on account of the mobility and hardship scheme shall not be taken into account in the calculation of the rental subsidy to which staff members may be entitled.

Section 8
Final provisions

8.1 The present administrative instruction shall enter into force on 1 January 2007.

8.2 Administrative instructions ST/AI/2000/2 and ST/AI/2001/9 on the mobility and hardship allowance are hereby abolished.

(*Signed*) Alicia **Bárcena**
Under-Secretary-General for Management

Annex

Amounts payable under the mobility and hardship scheme

Table 1
Mobility allowance

(Annual amounts in United States dollars)

Group 1 (P-1 to P-3)
Dependency status

Duty station category	*Number of assignments*			
	1	*2-3*	*4-6*	*7+*
H	—	—	2 500	3 130
A	—	6 630	8 950	12 090
B	—	6 630	8 950	12 090
C	—	6 630	8 950	12 090
D	—	6 630	8 950	12 090
E	—	6 630	8 950	12 090

Single status

Duty station category	*Number of assignments*			
	1	*2-3*	*4-6*	*7+*
H	—	—	1 880	2 340
A	—	4 970	6 720	9 070
B	—	4 970	6 720	9 070
C	—	4 970	6 720	9 070
D	—	4 970	6 720	9 070
E	—	4 970	6 720	9 070

Group 2 (P-4 and P-5)
Dependency status

Duty station category	*Number of assignments*			
	1	*2-3*	*4-6*	*7+*
H	—	—	2 850	3 560
A	—	7 620	10 290	13 890
B	—	7 620	10 290	13 890
C	—	7 620	10 290	13 890
D	—	7 620	10 290	13 890
E	—	7 620	10 290	13 890

Single status

Duty station category	*Number of assignments*			
	1	*2-3*	*4-6*	*7+*
H	—	—	2 140	2 670
A	—	5 720	7 720	10 420
B	—	5 720	7 720	10 420
C	—	5 720	7 720	10 420
D	—	5 720	7 720	10 420
E	—	5 720	7 720	10 420

Group 3 (D-1 and above)
Dependency status

Duty station category	*Number of assignments*			
	1	*2-3*	*4-6*	*7+*
H	—	—	3 200	4 000
A	—	8 610	11 630	15 700
B	—	8 610	11 630	15 700
C	—	8 610	11 630	15 700
D	—	8 610	11 630	15 700
E	—	8 610	11 630	15 700

Single status

Duty station category	*Number of assignments*			
	1	*2-3*	*4-6*	*7+*
H	—	—	2 400	3 000
A	—	6 460	8 720	11 770
B	—	6 460	8 720	11 770
C	—	6 460	8 720	11 770
D	—	6 460	8 720	11 770
E	—	6 460	8 720	11 770

Table 2
Hardship allowance
(Annual amounts in United States dollars)

	Group 1 (P-1 to P-3)		*Group 2 (P-4 and P-5)*		*Group 3 (D-1 and above)*	
Duty station category	*Dependency status*	*Single status*	*Dependency status*	*Single status*	*Dependency status*	*Single status*
H	—	—	—	—	—	—
A	—	—	—	—	—	—
B	5 400	4 050	6 480	4 860	7 560	5 670
C	9 720	7 290	11 880	8 910	14 040	10 530
D	12 960	9 720	15 120	11 340	17 280	12 960
E	16 200	12 150	19 440	14 580	21 600	16 200

Table 3
Non-removal allowance
(Annual amounts in United States dollars)

	Group 1 (P-1 to P-3)		*Group 2 (P-4 and P-5)*		*Group 3 (D-1 and above)*	
Duty station category	*Dependency status*	*Single status*	*Dependency status*	*Single status*	*Dependency status*	*Single status*
H	2 000	1 500	2 500	1 880	3 000	2 250
A	2 000	1 500	2 500	1 880	3 000	2 250
B	2 000	1 500	2 500	1 880	3 000	2 250
C	2 000	1 500	2 500	1 880	3 000	2 250
D	2 000	1 500	2 500	1 880	3 000	2 250
E	2 000	1 500	2 500	1 880	3 000	2 250